



The Bedwyns LINK Scheme
Registered Charity No. 1052579

BEDWYNS' LINK CASH HANDLING POLICY

Volunteer drivers use their own vehicles to transport clients to and from essential Appointments and can claim up to 45p/mile expenses to cover petrol, diesel, electricity, car insurance, servicing and general wear and tear. Volunteers can also help clients with good neighbours support which should be recorded in a similar way to driving support – date, time spent and location. Donation envelopes are carried by drivers and made available to clients for their voluntary contributions.

Volunteers are supplied with blank expense claims form on which they record each journey with details of date, job number, client name and address, the destination address, the mileage to and from the destination (from the volunteer's home) and the total time incurred. Mileage is reimbursed at 45p /mile (which is set by the HMRC), and any other necessary expenses at cost.

The volunteer expenses claim form may be presented each month at the Drop-In (date and time announced in the BLS volunteer 'WhatsApp') for cash settlement.

The donation envelopes from clients should be kept sealed and unmarked (clients who made donations do not need to be identified) and opened at the Drop-In in the presence of the Treasurer. Drivers will be asked to sign for the expenses cash they receive.

A petty cash box is kept by the Treasurer with sufficient funds to cover the Drop-In income and expenditure. Any excess cash, or need for top-up, is paid into or withdrawn from the BLS bank account as and when necessary.

The Treasurer keeps a separate record of all donations from clients and drivers, as well as all expenses paid out.

Other donations may also be received from 'friends' and collection boxes (placed in local retail outlets).

All income and expenditures are then compiled into a monthly financial report for the Trustees and Management Committee, and then subsequently to produce the annual accounts.

Revised Nov 2025